

RECREATION PROGRAM COORDINATOR

DEFINITION:

To serve as day-to-day operations coordinator for a specific recreational program; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Recreation Program Coordinator is found only in the Department of Parks and Recreation. Under general supervision this class is responsible for coordinating site or program specific recreation activities for targeted program participants. This class differs from the next higher class of Parks Recreational Supervisor in that the former has overall supervision of a specific group of programs at a specific facility.

EXAMPLES OF DUTIES:

Plan and coordinates day-to-day program operations; implements, evaluates, removes and/or modifies program activities to meet diverse community needs and interests; plans and/or arranges program specific work schedules for subordinate sub-professional staff and volunteers; prepares a variety of reports and maintains records; answers questions asked by participants and the public; prepares and exhibits publication materials; assists with planning and implementation of overall community recreation based programming; and meets with residents and community service areas to assist in determining recreation needs and programs.

MINIMUM QUALIFICATIONS:

General Knowledge of:

- Recreational program activities appropriate for targeted participant guidance.
- Supervision and training principles and practices as it pertains to youth and/or senior specific programs.
- Governmental guidelines for program participants.

Skills and Abilities to:

- Supervise day-to-day program activities and operations, and effectively communicate with program participants, staff and volunteers.
- Write clear, concise reports and related documents.
- Interact with peers, superiors and people of various socio-economic backgrounds.
- Learn and apply techniques related to basic first aid and cardiopulmonary resuscitation (CPR).
- Interpret and follow written and oral instruction.
- Evaluate and implement recreation activities suited to the various needs of the community.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which demonstrates the possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Two (2) years of professional experience at the level of

Recreation Program Leader, Teacher, Counselor, Park Ranger or closely related position in a recreational facility. Experience must have included supervision of recreational programs and activities and supervision of subordinate staff. Appropriate college-level education will be accepted as substitute for up to one (1) year of the required experience.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Working Conditions:

Subject to occasional night, weekend and holiday work. May work irregular shifts and live in County housing.

Background Investigation:

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).